

# ZONING BOARD OF APPEALS

805 Central Ave, STE 500, Cincinnati, Ohio 45202



## APPLICATION FOR APPEAL TO THE ZONING BOARD OF APPEALS

### FOR OFFICE USE ONLY

File No. \_\_\_\_\_  
Date Filed \_\_\_\_\_  
Date of Decision \_\_\_\_\_  
Appealed \_\_\_\_\_  
Hearing Date \_\_\_\_\_  
ZBA Decision \_\_\_\_\_  
Date of Decision \_\_\_\_\_

### SUBJECT PROPERTY

ADDRESS \_\_\_\_\_

BASE ZONING CLASSIFICATION \_\_\_\_\_

ZONING OVERLAY \_\_\_\_\_

APPELLANT \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

EMAIL \_\_\_\_\_

OWNER \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

EMAIL \_\_\_\_\_

**AUTHORITY OF APPEAL** - Indicate the appropriate section of 1449-03 that qualifies you to make an appeal \_\_\_\_\_

**NATURE OF APPEAL** - I am appealing a decision/order of the (indicate case #): \_\_\_\_\_

Director of City Planning and Buildings (1449-13) \_\_\_\_\_

Zoning Hearing Examiner (1449-15) \_\_\_\_\_

Historic Conservation Board (1449-15) \_\_\_\_\_

**JUSTIFICATION FOR APPEAL** - Attach a separate sheet explaining in detail the basis of your appeal.

### SUBMISSION REQUIREMENTS

1. The applicant is required by Section 1449-15(b) of the Zoning Code to file within 21 days of filing notice of appeal; a complete record of the proceeding along with a transcript of all testimony.

**FEES:** Residential -- 1, 2, & 3, Family -- \$500 Multi-Family/Commercial -- \$750

2. Nine copies of the complete case file, including this application and a transcript of any public hearing if applicable.  
**No submittal will be accepted unless these materials are spiral bound or in a notebook, indexed and all pages numbered.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

# ZBA Application -- Check list:

## Phase I

- 1.** Application must be made within 30 days of the mailing date of the decision / order being appealed.
- 2.** Complete an Application form.
- 3.** A justification letter needs to be included. (A separate sheet explaining in detail the basis of the appeal.)
- 4.** Include a copy of the Decision letter or orders being appealed.
- 5.** Include the receipt of payment.

## Phase II

- 6.** Nine copies of the complete case file are required. Copies must be spiral bound or in a notebook, indexed and all pages numbered - required at the time of application or within 21 days of application.  
(See numbers 1 and 2 at the bottom of the front page.)

### **ZBA Case File** ([The nine bound copies](#)) Includes:

- 1.** **Phase I** - information required for appeal.
- 2.** **When appealing a Zoning Hearing Decision, HCB Decision, Director's Decision** - Include the complete record file (decision letter, hearing case file and acquire and provide the transcription of the hearing, receipt of payment, sign-in-sheets, etc.)
- 3.** **When appealing written orders / violation(s)** - Include all records and any documents relevant to this appeal.
- 7.** When the complete **ZBA Case File** is submitted, a hearing date is scheduled. The hearing date will be confirmed when a quorum of Board Members is established.
- 8.** A notice of the hearing date will be sent by registered mail at least 10 days prior to the hearing.